United Nations ST/IC/1998/53

Secretariat

6 August 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the fifty-third session of the General Assembly****

1. During the fifty-third session of the General Assembly, which, in accordance with General Assembly resolution 52/232 of 4 June 1998, will open on Wednesday, 9 September 1998, the normal working hours per day will be eight and one half from the opening day until the last day of the main part of the regular session of the General Assembly.

2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the fifty-third session of the General Assembly, the working hours per day will be eight, until further notice.

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* Expiration date of the present information circular: 31 December 1998.

** *Personnel Manual* index No. 1230.

98-23035 (E) 110898

United Nations ST/IC/1998/54

Secretariat

6 August 1998

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle****

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and Territories for travel by private motor vehicle, effective 1 July 1998, as set out in the annex to this circular.

2. The present circular supersedes information circular ST/IC/1998/32 of 1 April 1998.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7111.

98-23031 (E) 120898

Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla
United States of America

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Australia
Barbados
Bhutan
Brazil
British Virgin Islands
Cayman Islands
Chile
Comoros
Côte d'Ivoire
Djibouti
El Salvador
Guinea
Haiti*
Honduras
India*
Kenya
Kiribati
Kuwait
Macau
Mauritius
Mexico
Mongolia
Montserrat
Morocco
New Caledonia
Niger
Niue*
Panama
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Sierra Leone
Singapore*
Sri Lanka
Tunisia
Turkey
United Republic of Tanzania
Vanuatu*

Europe: All countries in Europe, except those listed in groups II, IV or V.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Chad
Croatia
Democratic People's Republic of Korea
Democratic Republic of the Congo
Equatorial Guinea
Dominica
Gambia
Grenada
Mali
Malta
Senegal
Seychelles
Slovenia
South Africa
The West Bank and The Gaza Strip*
Viet Nam

* Indicates a change in the grouping.

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina
Austria
Belarus
Belgium
Cuba
Denmark
Finland
France
Germany
Greece
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Mauritania
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
Uruguay

United Nations ST/IC/1998/55

Secretariat

14 August 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1998.

* Expiration date of the present information circular: 31 December 1998.

98-23908 (E) 190898

Annex

Placement and promotion
1-31 July 1998

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Post number*
PLACEMENT					
Gubhaju, Bhakta B.	M	DESA	ESCAP	P-4	UNE-24480-E-P4-003
PROMOTION					
Al-Khawam, Rim	F	DGAACS	DGAACS	P-3	UNA-50752-E-P3-006
Cameo, Salomon	M	DESA	DESA	P-3	UNA-52540-E-P3-016
Hecht, Sophie	F	UNOG	UNOG	P-3	UNB-41875-E-P3-002
Koumago, Adamou	M	UNOG	UNOG	P-3	UNB-41841-E-P3-003
Lorenzetti, Waldir	M	OLA	OLA	P-3	UNA-38801-E-P3-002
Rios Torres, Manuel	M	DPI	DPI	P-3	UNA-31801-E-P3-001
Smith, Bradford	M	OLA	OLA	P-3	UNA-38192-E-P3-003
Spearing, Christopher Patrick	M	DESA	DESA	P-3	UNA-52775-E-P3-001
Tedesco, Juan	M	DM/OCSS	DM/OCSS	P-3	UNA-41882-E-P3-002
Vanian, Nigoghos	M	DPKO	DPKO	P-3	OPA-02861-T-P3-026
Vaughan, Caroline	F	DM/OHRM	DM/OHRM	P-3	UNA-41851-E-P3-002
Amer, Janette	F	OLA	OLA	P-4	UNA-38195-E-P4-001
Jackson, Audrey	F	UNJSPF	UNJSPF	P-4	PFA-01009-E-P4-005
Nuruzzaman, Syed	M	ESCAP	ESCAP	P-4	UNE-24533-E-P4-001
Sinikallio, Pirjo	F	ESCWA	UNJSPF	P-4	PFA-01009-E-P4-002
Fahr, Hossam	M	DGAACS	DGAACS	P-5	UNA-41732-E-P5-024
Koerner, Christine	F	DPI	DPI	P-5	UNR-31769-E-P5-007
Miroux, Anne	F	UNCTAD	UNCTAD	P-5	UND-15113-E-P5-001
Mullen, John David*	M	DM/OCSS	DM/OCSS	P-5	OHA-41875-T-P5-001
Nagy, Zoltan*	M	ESCAP	DESA	P-5	UNA-52540-E-P5-009
Randall, Evelyn Nana	F	DM/OPPBA	DM/OPPBA	P-5	OKA-41834-T-P5-001
Thomas, Harmon	M	UNCTAD	UNCTAD	P-5	UND-15802-E-P5-001
Xiong, Lixian	M	DGAACS	DGAACS	P-5	UNA-50111-E-P5-001
Sekel, Stephen	M	DGAACS	DGAACS	D-1	UNA-50723-E-D1-001

* The Secretary-General approved the placement of the staff member against the post at his/her current level. The promotion of the staff member against the post will be effected when the staff member has reached the required minimum seniority in grade.

Secretariat

14 August 1998

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1998.

* Expiration date of the present information circular: 31 December 1998.

98-23906 (E) 190898

Annex

Placement and promotion
1-31 July 1998

Name	*Gender*	*Releasing department office*	*Receiving department office*	*Post level*	*Post number*
Promotion					
Carusso, Alejandro	M	DESA	DESA	G-5	UNA-42500-E-OL-003
Cheng, Fei	F	DESA	DESA	G-5	UNA-52532-E-OL-003
De La Fuente, Brenda	F	DPA	DPA	G-5	UNA-37113-E-OL-007
Del Rosario, Elvira	F	DESA	DESA	G-5	UNA-52500-E-OL-016
Doulton, Fred	M	DPI	DPI	G-5	SPA-32700-E-OL-012
Flores, Doris	F	DM/OCSS	DM/OCSS	G-5	UNA-41873-E-OL-020
Jones, Joscelyn	F	DESA	DESA	G-5	UNA-52110-E-OL-003
Pinto, Ronald	M	DM/OCSS	DM/OCSS	G-5	UNA-41871-E-OL-004
Simon, Dina	F	OIOS	OIOS	G-5	UNA-48822-E-OL-001
Van Geertruy De Ibanez, Maria	F	DM/OHRM	DESA	G-5	UNA-52533-E-OL-008
Wong, Della	F	DESA	DESA	G-5	UNA-52531-E-OL-005
Xavier, Maria	F	DM/OPPBA	DM/OPPBA	G-5	UNA-41834-E-OL-007
Hains, Joan Ann	F	DESA	DESA	G-6	UNA-52110-E-OL-001

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/57
14 August 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS SABBATICAL LEAVE PROGRAMME FOR THE YEAR 1999**

1. The purpose of the present information circular is to inform staff that a sabbatical leave programme will again be offered in 1999.

Objectives of the programme

2. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their professional growth through the pursuit of studies and research projects on issues related to the work of the United Nations;

(b) To enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide, as well as to expose United Nations staff members to state-of-the-art research and practices on issues on the international agenda.

Conditions

3. Pending the issuance of an administrative instruction on this subject, the terms and conditions of the award of a sabbatical leave will be the same as those set out in information circular ST/IC/1996/41 of 11 July 1996. Of particular importance are the following features:

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* Expiration date of the present information circular: 31 December 1999.

** Personnel Manual index No. 4478.

(a) The programme is open to United Nations staff members with at least five years of service with the Organization and who are expected to serve for no less than five years after the completion of the sabbatical leave;

(b) Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their studies and for securing their acceptance by that institution or organization for the purpose of carrying out the proposed studies at a specified time, which should be during the year for which the sabbatical leave was approved;

(c) In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System in annex II and the list of participating research and training centres of the United Nations University in annex III;

(d) The sabbatical leave will normally be approved for a period of no more than four months, during which the staff member will be asked to take annual leave for the first month and will subsequently be placed on special leave with full pay, subject to the agreement of the head of the department or office concerned.

Application procedures

4. Applicants are requested to complete the application form in annex I to the present circular and submit it, through their respective head of office or department, together with a proposal describing the study that they wish to pursue to the Staff Development and Learning Service, Office of Human Resources Management, by 30 October 1998.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities and methods to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the institution or organization in which he or she is placed;

(j) Endorsement by the head of office or department responsible for the work of the applicant during the proposed study.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

Review of proposals

6. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue of importance in the field under consideration and should hold potential interest for the institution or organization in which the study is carried out and for the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations and to the current or future responsibilities of the applicant;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the sabbatical leave;

(c) Appropriateness of the planned methodology;

(d) Quality of the proposal. The staff member should demonstrate in the proposal an awareness of the latest developments in the area of study;

(e) Suitability of the candidate, including demonstrated ability to perform independent work. The assessment will be made on the basis of:

(i) The staff member's qualifications and/or experience; and

(ii) Information received from references provided by the applicant (see annex I, sect. B.III);

(f) Potential contribution by the staff member to the institution or organization;

(g) Expected usefulness of the completed study to the United Nations.

Selection process

7. A selection committee consisting of United Nations staff and representatives of UNU and the academic community will review the proposals submitted for final selection.

8. Heads of offices and/or departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Follow-up

9. In order to assess the impact of the sabbatical leave programme, participants are expected, at the end of their sabbatical leave, to present to the head of the office or department concerned and to the Assistant Secretary-General for Human Resources Management a report on the study undertaken.

Annex I

SABBATICAL LEAVE PROGRAMME

APPLICATION FORM

For the year 1999

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your study proposal, by 30 October 1998.

A. PERSONAL INFORMATION

NAME_____ INDEX NO._____

FUNCTIONAL TITLE/FIELD OF WORK_____
(Attach job description)

CATEGORY/LEVEL_____ TYPE OF CONTRACT_____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE_____

DUTY STATION_____

EOD (UNITED NATIONS)_____ EOD (PRESENT DUTY STATION)_____

TITLE OF PROPOSED STUDY PROJECT_____

B. BACKGROUND

I. RELEVANT WORK EXPERIENCE. Please indicate any professional experience that enhances your ability to carry out your proposed study project.

II. UNIVERSITY STUDIES

Degree	University/ country	Area of study	Year graduated

III. RECOMMENDATIONS: Please arrange to have two letters of recommendation sent directly to the Staff Development and Learning Service, Office of Human Resources Management, by 30 October 1998. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names of the professionals who will be sending the letters of recommendation on your behalf.

IV. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

C. PLACEMENT

I. Please indicate the name and address of the institution or organization in which you wish to carry out your project. Please attach copies of any preparatory correspondence relevant to the proposed study.

II. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (circle as applicable):

(a) Adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work

_____ _____

Signature of staff member Date

Reminder: The endorsement of the head of your department or office must be attached.

Annex II

INSTITUTIONAL MEMBERS OF THE ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM

American Society of International Law

American University, Center for the Global South

Arias Foundation for Peace and Reconciliation

Bishop's University, Department of Political Studies, Quebec

Brown University, Thomas J. Watson Jr. Institute of International Studies

City University of New York, Ralph Bunche Institute on the United Nations

Columbia University, School of International and Public Affairs

Dalhousie University, Centre for Foreign Policy Studies

Dartmouth College, Dickey Center for International Understanding

Defence Forces Library, The Military College - Curragh Camp, Ireland

George Washington University, Elliot School of International Affairs

Institute of World Economy and International Relations, Moscow

Institute of Social Studies, The Hague

International Cooperation Research Association, Tokyo

International Labour Organization, International Institute for Labour Studies

International Labour Organization, International Training Centre

Kyung Hee University, The Graduate Institute of Peace Studies

Long Island University/Brooklyn Campus, Institute for the Study of International Organizations

Monterey Institute of International Studies

Netherlands Institute of International Relations, Clingendael

New York University School of Law, Center for International Studies

New York University, Center on International Cooperation

Norwegian Institute of International Affairs

Norwegian Refugee Council

Ohio State University, The Mershon Center

Princeton University, Center of International Studies

Save the Children, United States

Syracuse University, Global Affairs Institute

The Stanley Foundation

Tufts University, Fletcher School of Law and Diplomacy

United Nations Research Institute for Social Development

United Nations University

United States Institute of Peace

University of Geneva, Graduate Institute of International Studies

University of Lund, Department of Political Science

University of Notre Dame, Joan B. Kroc Institute for International Peace Studies

University of Puerto Rico, College of Social Science

University of South Carolina, Institute of International Relations

University of Southern California Law School

University of Ulster, Initiative on Conflict Resolution and Ethnicity

Yale University, Program in United Nations Studies

Annex III

UNITED NATIONS UNIVERSITY PARTICIPATING CENTRES

Under its Charter, adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. At UNU headquarters, Academic Division, in Tokyo:

   Peace and governance

   Sustainable development

2. At the UNU Institute of Advanced Studies (UNU/IAS) in Tokyo:

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. At the UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki:

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. At the UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands:

   Socio-economic implications of new technologies

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/58
18 August 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR VICTIMS OF THE TSUNAMI IN PAPUA NEW GUINEA

1. The precise number of people killed in the tsunami which devastated northern Papua New Guinea may never be known. As of 28 July 1998, the Office for the Coordination of Humanitarian Affairs reports that at least 1,600 bodies had been accounted for and buried, but the death toll could rise as high as 3,000. Many of the victims were children. Relief workers report severe health risks, with decomposing cadavers poisoning fish and freshwater sources.

2. With the approval of the Secretary-General and the full support of the Staff Council, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee to appeal for funds to alleviate the suffering of the victims of the tsunami. Mr. Jonah Meki (Office of Internal Oversight Services) is Chairman of the Committee, with Mr. Lelei LeLaulu (Office of Human Resources Management) as Vice-Chairman, Ms. Maria Almeida (Department of Public Information) as Secretary, Mr. Jonathan Childerley (Management Policy Office) as Treasurer and Mr. Clarence Clarke (Staff Committee) as a member.

3. Starting on Monday, 31 August 1998, contributions in cash will be collected by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

4. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Victims of the Papua New Guinea Tsunami, addressed to the Treasurer, Mr. Jonathan Childerley, room S-2733-D. If you can volunteer to help, please contact members of the Committee. Thank you.

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* Expiration date of the present information circular: 31 December 1998.

98-24146 (E) 210898

United Nations ST/IC/1998/59

Secretariat

21 August 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-third session of the General Assembly****

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the fifty-third session of the General Assembly.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their identification cards will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 1998.

** *Personnel Manual* index No. 13112.

98-24535 (E) 260898

Access through the delegates' entrance

3. During the fifty-third session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Access for members of non-governmental organizations

4. All members of non-governmental organizations with valid United Nations identification cards will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Access to restricted areas

5. The second floors of both the General Assembly and the Conference Buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

6. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the fifty-third session of the General Assembly, together with a United Nations grounds pass. Area-specific passes will be issued by the Pass and Identification Unit, under arrangements made by executive offices. Identification cards and area-specific passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

7. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

8. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

9. Staff members are reminded of the existing security arrangements that require that all visitors on official business or invited guests, including family members, must enter through the visitors' entrance at 46th Street, and pass through a magnetometer, prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass will be issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

10. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort

them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

11. During the period from 21 September through 2 October 1998, regular guided tours will be conducted only on weekends. An abbreviated guided tour in the General Assembly Building lobby will be given on weekdays during that period.

Traffic in the Secretariat circle

12. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

13. Parking for staff members in the garage will be limited to those staff members in possession of a regular parking permit. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval by the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

14. Vehicles other than those belonging to permanent representatives to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

15. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

16. The hours of service for the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations grounds passes or laissez-passers. From 8 September until 2 October 1998, reservations for private dinners or receptions will be accepted only from permanent and observer missions or United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

17. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.45 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the coffee shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

18. The hours of operation of the various facilities during the fifty-third session of the General Assembly will be as follows:

8 September to the end of the session

Cafeteria (Secretariat Building, first floor)	
Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.
UNCA Club (Secretariat Building, third floor)	
Monday-Friday	9 a.m-4.30 p.m.
Staff Cafe (Conference Building, fourth floor)	
Monday-Friday	12 noon-3 p.m.
Vendery (General Assembly Building, third floor)	
Monday-Sunday	Open 24 hours
South Lounge (Conference Building, second floor)	
Monday-Friday	11 a.m.-7.30 p.m.
North Lounge (Conference Building, second floor)	
Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, fourth floor)	
Monday-Friday	11.30 a.m.-2.30 p.m.
Coffee shop (General Assembly Building concourse, first basement)	
Monday-Sunday	8.30 a.m.-4.30 p.m.
Café Austria (General Assembly Building, first basement)	
Monday-Friday	9 a.m.-6 p.m.
UNDC-1 cafeteria, third floor	
Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.